**Important Dates to Know**

As an Indian Hills student, there are a number of important dates you should be aware of each term.

For courses that are 12 weeks in length

- You have the first 5 business days to ADD classes to your schedule.
- You are able to DROP classes for 100% refund within the first 8 business days of the term.

For courses that are six weeks in length

- You have the first 3 business days to ADD classes to your schedule.
- You are able to DROP classes for 100% refund within the first 4 business days of the term.

Adding and Dropping classes can be done through WebAdvisor.

- If you DROP classes and need a refund on books, you will need to return the books no later than two business days after the last day to drop.
- Also, you must have a printed receipt to receive a refund for returned books.

Once the last day to DROP has passed, you are still able to WITHDRAW from classes. This means you will receive a “W” as a grade in the class, which will not affect your GPA, but will still be responsible financially for the bill.

THIS process has to be done through an Academic Advisor. You are able to come in and sign the withdraw form, if possible, otherwise you are able to send a request through your IHCC email. This request must include, name, ID#, and classes you are wanting to withdraw from.

For other important dates, including when registration opens for a specific term, please visit [www.indianhills.edu/register](http://www.indianhills.edu/register).

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